

**30TH DISTRICT AGRICULTURAL ASSOCIATION'S
INVITATION FOR BID PACKAGE**

April 29th – May 3rd, 2020

IFB NUMBER 2020-03

Stage (4 Day Fair)

Due February 17, 2020



**(530)527-5920 info@tehamadistrictfair.com
PO Box 70, Red Bluff, CA 96080**

PART I

DEFINITIONS

BIDDER -

The individual, company, organization, or business entity submitting the bid in response to the Invitation for Bid

DAA -

Refers to the District Agricultural Association which is a State agency of the State of California and is not a local agency of government

F&E -

Refers to the Division of Fairs and Expositions, Department of Food and Agriculture, which is a division of the agency of the State of California overseeing the activities of fairs.

F & E is located at: 1010 Hurley Way - Suite 200
Sacramento, CA 95825

DGS -

Refers to the Department of General Services, State of California

DGS is located at: 707 Third Street
West Sacramento, CA 95605
Attention: Office of Legal Services

IFB -

Invitation for Bid

PART II:

GENERAL INFORMATION

A. PURPOSE

The Board of Directors of the 30th District Agricultural Association in releasing this IFB intends to award a contract for a period of 5 days for the purpose of providing a stage during the annual Tehama District Fair, April 30th through May 3rd, 2020.

B. BIDDER RESPONSIBILITY

Read the Invitation for Bid (IFB) very carefully, as the Fair shall not be responsible for errors and omissions on the part of the bidder. Carefully review final submittal as reviewers will not make interpretations or correct detected errors in calculations.

C. TENTATIVE SCHEDULE

IFB Released January 1, 2020

Bid Deadline February 17, 2020

(proposals due at Fair's Administration Office no later than 10:00 a.m.)

Public Bid Opening February 18, 2020 at 10:30 a.m.

“Notice of Proposed Award” posted and mailed February 25, 2020

Contract Award Date March 3, 2020

(no protests may be filed after this time)

Posted Contract Commences April 29, 2020

D. DELIVERY OF BIDS AND CONTRACT PERSON FOR INFORMATION

Pursuant to the law, no bids shall be considered which have not been received at the place, and prior to the closing time, stated in this IFB. Direct questions concerning the technical requirements of the IFB go to the person identified on the front page of this document.

DO NOT FAX THE BID - FAXED BIDS WILL NOT BE ACCEPTED

The envelope should have the bidding company's name on the outside and be addressed as follows:

**IFB #2020-03 Stage (Annual Fair)
Tehama District Fair
PO Box 70
Red Bluff, CA 96080**

E. **INSTRUCTIONS TO BIDDERS**

This section details *mandatory* format instructions to the bidder. **Please note** that all bids submitted must follow the instructions; all information must be presented in the manner requested; all questions must be answered; and all requested data must be supplied. If the following information (listed below) is not submitted with the *technical proposal*, your bid may be deemed non-responsive and may be rejected.

Each bid must be placed in a sealed envelope and clearly labeled, as stated in D above, in response to the IFB.

The following items and all forms must be submitted, where applicable or mandatory.

- Contractor shall list other venues that have used the stage.
- Contractor shall provide dimensions and specification of the stage.
- Contractor will provide proof of \$1,000,000 general liability insurance. If awarded the bid, Contractor will be required to name the Tehama District Fair as additional insured as per attached “Sample Copy for Insurance Company”
- Contractor will provide proof of Worker’s Compensation Insurance.

F. WORK STATEMENT AND TERMS AND CONDITIONS

The Work Statement describes the work to be performed by the bidder who is awarded this contract and the Terms and Conditions which shall be deemed to be incorporated and will become a part of any contract awarded pursuant to this IFB. The contract awarded pursuant to this IFB will also contain the General Terms and Conditions (GTC*SF - view at www.dgs.ca.gov/contracts/) and will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable.

The contractor is to provide one stage on the grounds of the 30th District Agricultural Association, during the annual Tehama District Fair, April 30th – May 3rd, 2020 as described below:

Wednesday, April 29th, 2020

- Set-Up Day

Thursday, April 30th, 2020

- Set-Up by 2 PM
- Miss Tehama County Scholarship Program
- Misc. Entertainment

Friday, May 1st, 2020

- Headliner Concert
- Misc. Entertainment

Saturday, May 2nd, 2020

- Little Miss Tehama County Program
- Misc. Entertainment

Sunday, May 3rd, 2020

- Misc. Entertainment

G. CONTRACT AWARD

The contract must be awarded to the lowest *responsive* bidder or all bids must be rejected. DAA reserves the right to accept any or all of the lowest bid per item requested unless the bidder stipulates that their response is an “all or nothing” offer. If the lowest responsive bidder does not have the necessary quantity, the DAA may also award up to their specified needs in accordance to low bid (if applicable).

Upon selection of a proposed bidder, a “Notice of Award” will be posted, in public view, for five (5) working days at the DAA’s Administration Office. In addition, a copy of the “Notice of Award” will be mailed to each bidder.

H. BREAKING TIES

In the event that there is a tie, the tie will be broken by a toss of a coin by a DAA designee in the presence of authorized representatives of the tied bidders.

I. GROUNDS FOR REJECTION

1. A bid shall be rejected if:

- It is received at any time after the exact time and date set for receipt of bids as stated in paragraph C.
- It is not prepared in accordance with the required format or information is not submitted in the format required by this IFB.
- The firm has submitted multiple bids in response to this IFB without formally withdrawing other bids.

2. A bid may be rejected if:

- It contains false or misleading statements for references which do not support an attribute or condition contended by the competitor (the bid shall be rejected if, in the opinion of the DAA, such information was intended to erroneously and fallaciously mislead the State in its evaluation of the bid and the attribute, condition or capability of requirement of this IFB.)
- It is unsigned

3. All bids may be rejected in any case where it is determined that:

- The bids are not really competitive
- Where the cost is not reasonable, or
- If it is deemed to be in the best interests of the State

4. All bids may be rejected if the DAA determines, at its sole discretion, that any other reason exists to reject the bid.

J. RIGHT TO REJECT ANY OR ALL BIDS

It is the policy of the DAA not to solicit bids unless there is a bona fide intention to award a contract. In the rare case where solicitation for informational and planning purposes is intended, the document will so indicate. However, without limitation by reason of the foregoing explanation, the DAA reserves the right to reject any or all bids or to cancel the IFB at any time during process.

K. PROTESTS

A bidder may file a protest against the awarding of the contract. The protest must be filed with the:

Department of General Services
Attn: Legal Office
707 Third Street
West Sacramento, CA 95605

and with the DAA. The protest shall be filed prior to the expiration of five (5) working days from the notice of the proposed award being posted and, in no event, later than 5:00 p.m. on the fifth (5th) working day after notice for proposed award being posted in a public place at the DAA's Administration Office.

IN ADDITION, within five (5) working days after filing the protest, the protesting bidder shall file with the DAA and DGS Legal Office a fully detailed and complete written statement specifying the grounds for the protest.

PLEASE NOTE: Failure to file (i) notice of the protest by the conclusion of the fifth (5th) working day after notice of intention to award a contract has been posted and (ii) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds for protest being deemed untimely and grounds for protest waived.

L. SMALL BUSINESS PREFERENCE

State Law allows certified small business (SB) and micro business (MB) firms and non-small businesses who subcontract with a certified SB/MB firm(s) to receive 5% bidding preference on applicable state solicitations. The effect of the preference is to help SB's/MB's be more competitive in the bid process, thereby enhancing state contract awards directly or indirectly to SB/MB. The preference is only used for contract awards directly or indirectly to SB/MB. The preference is only used for computational purposes to determine the winning bidder, the actual bid amount.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with the Office of Small Business and DVBE Services (OSDS), or if you are claiming the preference as a non-small business subcontracting with certified SB/MB (s), see Section E of this IFB for instructions regarding what to submit with your bid in order to receive the preference.

Certification Application

To apply for Small Business Certification, go online to www.pd.dgs.ca.gov/smbus/getcertified.htm . To receive your hard copy form by mail, email osdchelp@dgs.ca.gov or call (800) 559.5529 or (916) 375.4940. Your complete certification application package must be received by the OSDS no later than 5 p.m. of the bid due date. Your certification effective date will be the date the application is properly received and deemed complete by the OSDS. Incomplete application submittals will delay your certification status and may result in the loss of your 5 percent preference eligibility. For more information, email osdchelp@dgs.ca.gov or call (916) 375.4940. You may mail, hand-deliver or express-mail your package to:

Office of Small Business and DVBE Services (OSDS)
Attn: BDD Unit
707 3rd Street, 1st Floor, Room 1-400, MS 210
West Sacramento, CA 95605

M. INSURANCE [APPLICABLE or NOT APPLICABLE]

If applicable, then if bid is accepted for award of the contract the bidder shall provide evidence of insurance as described on the attached CFSA Insurance Statement prior to entering into the contract.

N. FORMS SECTION

1. Forms to be completed and submitted by bidder
 - Bidder/Contractor Status Form, completed and signed (mandatory)
 - Financial Proposal Bid Form, completed and signed (mandatory)
 - Proof of \$1,000,000.00 General Liability Insurance (mandatory)
 - Proof of Workers' Compensation Insurance (mandatory)

2. Documents to be completed by DAA
 - Notice of Proposed Award, after proposed award is determined

3. Documents that are part of the contract to be awarded
 - Std. 210 Short Form Contract (Std. 213 Standard Agreement if over \$10,000.00)
 - Contractor Certification Clauses (CCC 307)
 - General Terms and Conditions (GTC 307)
 - CFSA Insurance Requirements and "Sample Copy For Insurance Company
 - Bidder/Contractor Status Form
 - Financial Proposal Bid Form
 - Proof of \$1,000,000.00 General Liability Insurance
 - Proof of Workers' Compensation Insurance

O. **Disabled Veteran Business Enterprise (DVBE) Program Requirements**

Note to bidders: The DVBE contracting option for this solicitation is checked below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided. As a reminder, the DVBE “good faith effort” is not an option in meeting the DVBE contracting requirements for any bid.

Option 1 - No DVBE Program Requirements or Incentive

The Fair elects to waive the DVBE Program Requirements and Incentive for this solicitation

No DVBE requirement is made for this solicitation.

Option 2 - DVBE Program Requirements Only

The Fair elects to include the DVBE Program Requirements for this solicitation but not the incentive

Bidders must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable.

See also attached **Exhibit A - California Disabled Veterans Business Enterprise Requirements** for information on how to comply.

Option 3 - DVBE Incentive Only

The Fair elects to include the DVBE Incentive for this solicitation but waives the Program Requirements

Bidders must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable.

See also attached **Exhibit B - California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.

Option 4 - DVBE Program Requirements and DVBE Incentive

The Fair elects to include both the DVBE Program Requirements and Incentive for this solicitation

Bidders must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable

See also attached **Exhibit A - California Disabled Veterans Business Enterprise Requirements** and **Exhibit B - California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.

BIDDER/CONTRACTOR STATUS FORM

In Response to the Tehama District Fair

IFB Number 2020-03

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Contractor's Name: _____ County: _____
(Full Business Name)

Address: _____ City: _____

State: _____ Zip: _____ Federal Employer ID#: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS *Please Check One*

Individual Limited Partnership General Partnership Corporation

Individual *(Please Check One)* Resident Non-Resident

If a sole proprietorship, state the true full name of the sole proprietor:
(i.e., John Roe Smith; not J. Roe Smith or John R. Smith)

Partnership *(Please Check One)* General Partnership Limited Partnership

If a partnership, list each partner identifying whether limited partner(s), stating their true full name and their interest in the partnership:

Corporation

Location and date of Incorporation:

If not a California corporation in good standing, please state the date the corporation was authorized to do business in California: _____

CURRENT OFFICERS:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

BIDDER/CONTRACTOR STATUS FORM

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All Must Answer (Please Check One)

Are you subject to Federal Backup Withholding? Yes No

Fictitious Name (Please Check One) Yes No

If contractor is doing business under a fictitious name and will be performing under the fictitious name, please attach a clearly legible copy of the current fictitious filing.

Small Business Preference (Please Check One)

Are you claiming preference as a small business in reference to this bid package? Yes No

If yes, the bidder is required to submit a copy of the "OSBCR's Small Business Certification Approval Letter"

Your Small Business ID Number: _____

Pending Litigation or Hearings (Please Check One)

Are any civil or criminal litigation or administrative hearings currently pending against the bidder's organization, owners, officers or employees? Yes No

If yes, please state the case number, agency, or court where pending and status of litigation of hearing:

The DAA reserves the right to verify the information provided on this form by the bidder during the bid process

I declare under the penalty of perjury that the above information is true and correct and that I am authorized to sign this status form on behalf of the bidder/contractor.

(Print Name)

(Signature)

(Date)

FINANCIAL PROPOSAL BID FORM

In Response to the Tehama District Fair
IFB Number 2020-03

INFORMATION: Each bid item must be broken down separately, however, the bid will be awarded to the lowest overall total proposal for the Tehama District Fair April 30th – May 3rd, 2020

PROPOSAL: Total Bid for Term of Contract \$ _____

Dimensions and Specifications of Stage: _____

Are you claiming preference as a small business? Yes No

If yes, the bidder must submit OSMB's Small Business Certification Approval Letter with the technical proposal package.

All bidder's must fill in the following information and sign this form in order for the Financial Proposal Bid Form to be considered.

(Firm Name)

(Telephone Number)

(Address)

(City, State & Zip Code)

(Taxpayer Identification Number)

Bidder certifies to the DAA that bidder has thoroughly familiarized self with the DAA facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By its signature on this proposal form, the bidder certifies that he/she has read and understood the IFB package including the information regarding bid protests. Further, bidder certifies that the information provided by the bidder is accurate, true and correct, and not intended to mislead the DAA in any manner.

(Signature)

(Title)

(Date)